VIRGINIA STORMWATER MANAGEMENT PROGRAM
ROLES AND RESPONSIBLITIES DOCUMENT
AUGUST 31, 2012
DRAFT

RESPONSIBLE PARTY	CHECKLIST ITEM
	#1-REGISTRATION STATEMENTS
DEVELOPER/ENGINEER	1. Prepares registration statements and submits all required information through e-Permitting System Questions: Will there be any alternative submittal (mail, fax) instead of the e-Permitting System? Is it possible, to facilitate one-stop shopping and ensure accuracy of data entry, for the local program to handle this step for the developer?
LOCALITY/LOCALITY PARTNER (i.e. PDC, SWCD etc.)	2. Confirms that a registration statement has been submitted and is complete and accurate. 3. Enters approval in e-Permitting system when appropriate.
DCR	4. Issues permit upon confirmation of a completed registration statement by the local program
	#4-COOPERATIVE PARTNERSHIPS
DCR	1. Provides guidelines and technical assistance to localities (SWCD's, PDCs' etc.) to support the development of implementation partnerships Questions: Does DCR need to develop and program guidance in this area? Draft MOU's, etc?
LOCALITY/LOCALITY PARTNER (i.e. PDC, SWDC etc.)	2. Establishes partnerships, where applicable, based upon DCR guidance
DEVELOPER/ENGINEER	N/A
	#6-PLAN REVIEW AND APPROVAL
DEVELOPER/ENGINEER	1. Develops and submits plans and documents in accordance with required state and local regulations
LOCALITY/LOCALITY PARTNER (i.e. PDC, SWDC etc.)	2. Reviews and approves plans in accordance with State and Local stormwater regulations
DCR	3. Reviews program implementation 4. Provides technical assistance with plan review issues
	#7-BOND POLICIES AND PROCEDURES
LOCALITY/LOCALITY PARTNER (i.e. PDC, SWDC etc.)	1. Develops policies for the acceptance of securities (bonds) 2. Collects securities prior to the issuance of land disturbing permits 3. Releases securities upon project completion
DEVELOPER/ENGINEER	4. Provides securities in accordance with locality securities policy
DCR	5. Reviews program implementation
	#8-INSPECTION PROGRAM
LOCALITY/LOCALITY	1. Develops inspection program in accordance with State SWM

PARTNER (i.e. PDC, SWDC etc.)	Law/Regulations and Regulations 2. Completes inspections at required frequencies
DEVELOPER/ENGINEER	3. Completes self-inspections as required by VSMP permit requirements? (Current VSMP Construction permit regulations require self-inspection-will this requirement remain?)
DCR	4. Reviews program implementation 5. Provides technical assistance with plan review issues
	#9-REPORTING AND RECORDKEEPING
LOCALITY/LOCALITY PARTNER (i.e. PDC, SWDC etc.)	1. Develops reporting and recordkeeping program, using either E-permitting or other tracking program
DEVELOPER/ENGINEER	2. Provides information as required to support reporting and recordkeeping requirements
DCR	3. Develops tracking system (e-permitting) 4. Reviews local program implementation
	#10,11-PERMANENT BMP REQUIREMENTS
DCR	1. Develops/updates standard maintenance plans for commonly used BMPs in VA SWM Handbook 2. Develops standard maintenance agreement
LOCALITY/LOCALITY PARTNER (i.e. PDC, SWDC etc.)	3. Requires BMP maintenance agreements 4. Requires maintenance inspections as specified by local regulations or maintenance agreement requirements 5. Maintains publicly owned BMPs as appropriate 6. Ensures maintenance of private BMPs through inspection and enforcement program
DEVELOPER/ENGINEER	7. Includes BMP maintenance plan/requirements on development plans 8. Prepares maintenance agreements and submits to the locality for approval 9. Records maintenance agreements in the land records of the locality 10. Educates future owners (HOA's etc.) on maintenance requirements
	#13-ENFORCEMENT
LOCALITY/LOCALITY PARTNER (i.e. PDC, SWDC etc.)	1. Develops local enforcement program 2. Takes enforcement action when necessary
DEVELOPER/ENGINEER	3. Responds to enforcement actions
DCR	4. Reviews local enforcement program 5. Provides additional enforcement support for critical violations

VSMP Permit Flow Chart

Developer prepares registration statements and submits information through e-Permitting System

Developer submits ESC and SW plans and proof of registration statement to local government.

Local government enters approval for VSMP permit coverage through e-Permitting System upon review and approval of ESC and SW plans

Local review process

Local government confirms completion of registration statement and reviews ESC and SW plans.

Local government issues land disturbing and/or any other required local permits prior to commencement of construction

Developer begins construction